

TRIPURA GAZETTE

Published by Authority
EXTRAORDINARY ISSUE

Agartala, Thursday, November 21, 2019 A. D., Kartika 30, 1941 S. E.

**PART--I-- Orders and Notifications by the Government of Tripura,
The High Court, Government Treasury etc.**

**Government of Tripura
Department of Industries & Commerce
Shilpa Udyog Bhawan, Khejurbagan**

F. No. DI/TIDA/4(31)/2019/Part-II/18696

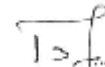
Dated, Agartala, the 19th November, 2019.

NOTIFICATION

WHEREAS, Section 28 of the Tripura Industries (Facilitation) Act, 2018 (Act No.5 of 2019), empowers the State Government to make Rules to give effect to the provision of the Act and for matters connected therewith or incidental thereto;

AND WHEREAS, according to Section 28(a) of the Tripura Industries (Facilitation) Act, 2018 (Act No.5 of 2019), framing of any rules under the Act is subject to the condition of previous publication in the Official Gazette;

NOW THEREFORE, in accordance with the provision contained in Section 28(a) of the Tripura Industries (Facilitation) Act, 2018 (Act No.5 of 2019), the State Government hereby publishes the following draft rules, inviting objections and suggestions from all persons likely to be affected thereby, to be submitted before the undersigned, within a period of 15 days from the date of publication of this Notification in the Tripura Gazette.



(Kiran Gite)

Secretary

Industries & Commerce
Government of Tripura

The Tripura Industries (Facilitation) Rules, 2019

(DRAFT)

CHAPTER - I

PRELIMINARY

1. Short title, extent and commencement:

- (1) These may be called the Tripura Industries (Facilitation) ("Single Window Approval by All Government Agencies in Tripura) Rules, 2019.
- (2) They shall extend to the whole of the State of Tripura.
- (3) They shall come into force on and from the date of their final publication in the Tripura Gazette.

2. Application: These rules shall apply to various clearances required under various enactments for setting up of industrial units in the State of Tripura

3. Definitions:

(1) In these rules unless the context otherwise requires-

- (i) "Act" means The Tripura Industries (Facilitation) Act, 2018 (Act No-5 of 2019)
- (ii) "Combined Application Form" means the form referred to in the section 7 of this rule;
- (iii) "Form of Self-Certification" is the format referred to in the section 10 of this rule;
- (iv) "SWAAGAT Application" means an application submitted by an entrepreneur to set up industrial unit in the State for Single Window Approval by All Government Agencies in Tripura (hereinafter called as SWAAGAT);
- (v) "SWAAGAT Approval/Rejection Certificate" is a certificate issued under section 11 of the rule;
- (vi) "Time Limit" means the number of working days within which a decision has to be taken by the competent authority from the date of receipt of SWAAGAT application;
and
- (vii) "User Charge/Fee" means the amount charged by the Government for processing SWAAGAT Application.

- (2)** Words and expressions used and not defined herein but defined in the Act shall have the meaning assigned to them in the ACT.

CHAPTER-II
FUNCTIONS OF DIFFERENT CLEARANCE COMMITTEES

4. High Level Single Window Clearance Committee:

In exercise of the powers conferred by Section 5(1) & (2) of the Tripura Industries (Facilitation) Act, 2018 (Act No.5 of 2019), the Government hereby specifies the following functions:

- (1) The High Level Single Window Clearance Committee (HLSWCC) shall meet at least once in six months or at any time at Agartala or such other place as the Chairman may specify from time to time to transact its business.
- (2) Eligible proposals received from entrepreneurs at least 21 days prior to the ensuing HLSWCC meeting shall be placed before the Committee.
- (3) The Member-Secretary shall by issuing a meeting notice, convene a meeting HLSWCC indicating the date, time and place of the meeting. He shall enclose agenda and notes on the projects highlighting therein the proposal in brief and assistance, support or infrastructure facilities, which are required by the entrepreneur to the meeting notice for the transaction of business in the said meeting. He shall send a notice of meeting at least seven days in advance.
- (4) Member-Secretary shall also send communication intimating the date, time and place of the HLSWCC meeting to the entrepreneurs, whose proposals are included in the agenda.
- (5) All the members and invitees of the HLSWCC shall attend the meeting. In case the Principal Secretary or Secretary or the Head of Department or Chief Executive of a Government agency is preoccupied with other important engagements or business, he shall depute the senior most officer to attend the meeting on his behalf with full briefing of the departmental views.
- (6) Two third of the members of the Committee shall constitute the quorum.
- (7) The HLSWCC shall examine all the proposals placed before it and take appropriate decisions.

- (8) The Member-Secretary of the Committee shall within seven days prepare the proceedings of the HLSWCC taking into account the departmental opinion or concurrence given by the Departments in the meeting.
- (9) After getting approval from the Chairman of HLSWCC, the Member Secretary shall circulate the proceedings among all the members. If no comments are received within 15 days of dispatch of proceedings it shall be presumed that the proceedings are confirmed.
- (10) Within 15 days after confirmation of the proceedings of the HLSWCC, the Industries & Commerce Department, shall take further action to issue Government Order sanctioning infrastructural assistance and incentives and concessions if any, without any further consultation with the concerned Departments.

Provided that in case of sectors other than Industries and Commerce, the concerned Administrative Department of the State Government shall initiate similar action by issuing Government Orders within fifteen days.

- (11) Copies of the order shall be sent to all the field departments and entrepreneurs concerned.
- (12) Within thirty days from the date of receipt of the formal Government Order by the Department concerned, the other departments shall take action for issue of consequential orders or notifications, as the case may be.

5. State Level Single Window Clearance Committee:

In exercise of the powers conferred by Section 8 of the Tripura Industries (Facilitation) Act, 2018 (Act No.5 of 2019), the Government hereby specifies the following functions:

- (1) The State Level Single Window Clearance Committee (SLSWCC) shall meet at least once in four months or at any time at Agartala or such other place as the Chairman may specify from time to time to transact its business.
- (2) The Member-Secretary shall issue a meeting notice convening a meeting of the State Level Single Window Clearance Committee indicating the date, time and place of meeting. He shall enclose agenda to the meeting notice for transaction of business in the said meeting. He shall send notice of meeting at least seven days in advance of the meeting. Member-Secretary shall also send notice intimating the date, time and place of the SLSWCC meeting to the entrepreneurs, whose proposals are included in the agenda.
- (3) He shall place all the proposals received before the Committee for its consideration.
- (4) Two third of the members of the Committee shall constitute the quorum.
- (5) The State Level Single Window Clearance Committee shall examine all the proposals placed before it and take appropriate decisions.
- (6) The Member-Secretary shall prepare proceedings and obtain the approval of the Chairman of State Level Single Window Clearance Committee within seven days of the meeting.
- (7) After the proceedings are approved, the Member-Secretary shall communicate the decision of the Committee within a period of seven days from the date of such approval to the authorities or departments concerned and to the entrepreneurs concerned.

6. District Level Single Window Clearance Committee:

In exercise of the powers conferred by Section 11 of the Tripura Industries (Facilitation) Act, 2018 (Act No.5 of 2019), the Government hereby specifies the following functions:

- (1) The District Level Single Window Clearance Committee (DLSWCC) shall meet at least once in three months or at any time at District Headquarters or such other place or places as the Chairman may specify to transact business of the Committee.

- (2) The Member-Secretary shall issue a meeting notice, convening a meeting of the District Level Single Window Clearance Committee (DLSWCC) indicating a date, time and place of the meeting. He shall enclose agenda to the meeting notice for the transaction of the business in the said meeting. He shall send notice of meeting at least seven days in advance.
- (3) He shall place all the proposals received before the Committee for its consideration.
- (4) The District Level Single Window Clearance Committee shall examine all the proposals placed before it and take appropriate decisions.
- (5) The Member-Secretary shall prepare proceedings and obtain the approval of the Chairman of District Level Single Window Clearance Committee within seven days of the meeting.
- (6) After the proceedings are approved, the Member-Secretary shall communicate the decision of the Committee within a period of seven days of such approval to the authorities or department concerned and to the entrepreneurs concerned.

CHAPTER III MISCELLANEOUS

7. Combined Application Form (CAF):-

In exercise of the powers conferred by Section 17 (1) & (2) of the said act the Government hereby specifies the combined application forms (including online forms) :

- (1) The applicant seeking clearances as required for establishment of an industrial unit shall apply in the Combined Application Form - Establishment (including its online form) for issue of SWAAGAT Approval Certificate in Schedule-I.
- (2) The applicant seeking clearance required for operation of an industrial unit before commencement of commercial production, shall apply in the Combined Application Form - Operation (including online form) prescribed in Schedule-II.
- (3) The Combined Application (including online form) Form duly filled in shall be submitted by attaching the relevant enclosures, certificates, attachments, fees, etc., (either manually or online)
- (4) The applicant shall furnish self-certification (including in online form) as prescribed in Schedule-III along with the application at the time of submission of application forms.
- (5) The self-certification as prescribed in Schedule-III & III-A to this rule in cases wherein the proposed activity involves felling only of exempted trees. In cases where both felling of exempted and non-exempted trees are involved, the provision of self-certification shall not apply.
- (6) There shall be a check list appended to the Combined Application Forms which shall be completed and signed/certified online by the applicant and scrutinized & accepted by the authorized representative of the nodal agency.
- (7) The authorized representative of the nodal agency/concerned Department shall satisfy himself /herself that:
 - (i) The application is in complete shape;
 - (ii) All relevant and prescribed documents have been enclosed (manual or online);
 - (iii) The prescribed fees receipts have been paid online or proof enclosed;
 - (iv) Self-Certification has been done online or furnished by the applicant;
 - (v) The checklist has been filled correctly (manual or online) and submitted/signed by the applicant.
- (8) The following procedure shall be followed for Processing and Monitoring of the Combined Application Form (and its equivalent in online format):
 - (i) The particular of the application for which the acknowledgement is issued is to be entered online/in the register in a prescribed format as per Schedule-IV.

- (ii) The online particulars so entered/Register of applications shall be scrutinized and approved by the Head of the Nodal Agency.
- (iii) The relevant parts of the Combined application form along with enclosures shall be sent to the competent authorities within three working days from the date of issue of acknowledgement.
- (iv) The competent authority shall process the application and communicate the decision to the nodal agency within the prescribed time limit as mentioned in the Schedule-VII.
- (v) The competent authority may ask for additional information from the applicant, only once within three days from receipt of the application and before the expiry of the time limit, under intimation to the nodal agency.
- (vi) The time limit will be applicable from the date the additional information has been furnished.
- (vii) The competent authorities will send their approvals within the time limit to the Nodal Agencies, which in turn will issue a consolidated SWAAGAT approval certificate to the applicant along with the competent authority's approval order.
- (viii) In the wake of non-receipt of competent authority's approval within the prescribed time limit, the nodal agency shall process to issue SWAAGAT approval certificate for the said unit, based on the self-certification of the unit holder. For those cases where the additional information as required by the competent authority from the applicant is pending, the SWAAGAT approval certificate will be put on hold until the required information is furnished in complete shape by the applicant to the competent authority.
- (ix) The District Nodal Agency and the State Nodal Agency shall communicate the approvals and rejections in the format in Schedule-V(A)/V(B) or Schedule VI(A)/VI(B) as the case may be.
- (x) The State Nodal Agency shall ensure there are no delays at any level, either at the District level Nodal Agency or at the State level. Cases involving delays shall be placed before High Level Single Window Clearance Committee once in six months.

8. Time limit for issue of clearances:

In accordance of Section 18 of the said Act the State Government hereby specifies the maximum time limit of thirty days for issue of license/clearance/NOCs/no-objections etc. (Establishment and Operation) from the date of issue of acknowledgement (including online). The time limits of different Departments/Organization are specified under Schedule-VII which may be modified from time to time by the State Government by notification.

9. User Charges/Fees:

In exercise of the powers conferred by Section 17 (3) of the said Act, the applicants shall pay user charges as processing fees in such manner and at such rate as specified in Schedule-VIII in addition to the existing fees/charges prescribed for issuance of license/clearance/NOCs/no-objections etc. by each Department/Organization. These charges are subject to revision by the Government from time to time. The charges so collected shall be accrued in an account, to be maintained by the Tripura Industrial Development Corporation (TIDC) Ltd. The fees/charges collected for issuance of license/clearance/NOCs/no-objections etc. of respective Department/Organization will be transferred online or otherwise to corresponding Department/Organization. The user charges collected as processing fees will be used for meeting all such expenses which are required to implement the Act including, inter-alia, recurring expenditure like purchase of consumables, travel cost with regard to issuance of SWAAGAT approval certificate, conducting pre-scrutiny meetings, District and State level meetings and other incidental expenses.

10. Self-Certification:

- (1) In exercise of the powers conferred by Section 19 (2) of the said act, the Government hereby specifies the format of "Self-Certification" as per Schedule- III/IIIA for submission by the applicants at the time of submitting the SWAAGAT application forms to the Nodal Agencies;
- (2) Such Self-Certification shall be furnished on a non-judicial stamp paper or through e-stamping which is to be executed on a Rs. 100/- stamp.

11. SWAAGAT Approval/Rejection Certificate:

The Approvals/Rejections granted to the entrepreneurs by the High Level Single Window Clearance Committee, State Level Single Window Clearance Committee and District Level Single Window Clearance Committee as referred to in Section 6, 9 and 12 of the Act shall be in the form of SWAAGAT Approval/Rejection certificate in the format in Schedule V (A)/V(B) or Schedule VI(A)/VI(B) as the case may be.

12. Appeal:

- (1) An appeal under Section 23 (1) & (2) of the Act shall lie.
 - (i) to the High Level Single Window Clearance Committee against the decision of the State Level Single Window Clearance Committee;
 - (ii) to the State Level Single Window Clearance Committee against the decision of the District Level Single Window Clearance Committee.
- (2) Every appeal shall be made in Schedule-IX and shall be accompanied by a fee of Rupees five hundred payable in Demand Draft/Online in favour of M.D., TIDC Ltd. The appeal shall be presented either in person or by an agent duly authorized.
- (3) The appellate Authority shall, after giving a reasonable opportunity of being heard to the appellant, pass such order, as it deems fit. The orders of the Appellate Authority shall be final.
- (4) Every order passed by the Appellate Authority shall be communicated to the Appellate within fifteen days from the date of the order.

13. Rationalization of Inspection:

Under the provisions of Section 25 of the Act, for rationalization of Inspections a Central Inspection System would be functioning under the Single Window Online System when commenced as per the following manner :

- (i) There will be a Centralized Inspection system for conduct of compliance inspections pertaining to the office of the Labour Commissioner, Chief Inspector of Factories and Boilers, Tripura State Pollution Control Board, Municipal Authorities once in a year hereinafter referred to as participating departments.
- (ii) It will be an online system functioning as part of the Online SWAAGAT portal
- (iii) The scheduling of inspections will be done in an automated manner by the online system.
- (iv) The selection of establishments for inspections will be done using computerized risk assessment and allocation of inspectors will be done under the online system.
- (v) The computerized risk assessment will be done as per the risk assessment logic of the participating departments.
- (vi) The Department of Industries & Commerce, Labour, Factories & Boiler Organization, Tripura State Pollution Control Board (TSPCB) and Municipal authorities shall take further necessary action accordingly.

(BY ORDER OF THE GOVERNOR OF TRIPURA)

Schedule-I

(see rule Section-7)

**Combined Application Form
(Establishment)**

Company Details

Name of Unit _____ Constitution of the unit _____

Company Name _____

Company Address

District _____ Sub-division _____

Address _____

Pin No _____ Land Type _____

GP/ Ward/ VC _____ Post Office _____

Habitation/ Area/ Building _____

Police Station _____

Authorized Representative (Online User Details)

Name _____ Designation _____

Aadhar No _____ Mobile _____

e-mail _____ Alternate No _____

Phone _____ Proposal for _____

Proposed Date of Commissioning _____

Industry Details

Unit Address _____
 _____ Pin No _____
 Post Office _____ Police Station _____
 Fax _____ Contact No _____
 Website _____ Email _____

Unit Location

District _____ Land Type _____

Industrial Estate	Panchayat	Municipality
Estate Name _____	Subdivision _____	Municipality _____
Plot No _____	Block _____	Ward _____
	Gram Panchayat _____	

Planning Area _____

Land Record Details

Revenue Circle _____ Tehasil _____
 Revenue Mouza _____ Khatian No (New) _____
 Plot No :C.S(Sabek) _____ Plot No :R.S _____
 Classification of Land _____ Land Area _____

Construction Details

Load Bearing Building (Sq.Mtr) _____ ROC Building (Sq. Mtr) _____
 Others Construction _____ Sanitary Latrine Count _____
 Boundary Wall (Mtr) _____ Power Supply Agency at _____
 the Fctory Premises

Investment Details

Type	Amount (In lakhs)
Value of Land as per saleDeed	
Value of Building	
Value of Plant & Machinery or Service Equipment	
Total Project Cost	

Category Enterprise ☐ Micro ☐ Small
☐ Medium ☐ Large

Employment Details

Type	Count
Worker - Men	
Worker - Women	
Management Staff	
Others	

Total Employment _____
 Working Session _____

Management

Principal Employer Details

Name _____

Father's Name _____

Residential Address _____

Photo

P.S. _____

Pin _____

Mobile No. _____

Alternate Mobile No. _____

Aadhar No. _____

Status of Person _____

Email _____

Date of Birth _____

Social Status _____

Differently Abled ☐ Yes ☐ No

Women Entrepreneur ☐ Yes ☐ No

Minority ☐ Yes ☐ No

Manager Details

Name _____

Father's Name _____

Mobile _____

Residential Address _____

Photo

P.S. _____

Pin _____

Aadhar No. _____

Date of Birth _____

Signature Authorization document of Owner & Manager ☐ Yes ☐ No

Signature of Occupier of Factory ☐ Yes ☐ No

Signature of Manager of Factory ☐ Yes ☐ No

Partner Details/ Share Holders/ President/Secretary

Sl. No.	Name	Father's Name	Age	Sex	Social Status	Profession	Address Permanent	DOB	Mobile No	Date of Joining

Board of Directors

Sl. No.	Name	Permanent Address	Mobile No

Chief Administrative Head

Sl. No.	Name	Permanent Address	Mobile No

Line of Activity

List of Raw Materials to be Used

Sl. No.	Name of Raw Material	Quantity/Month	Unit

Major Raw Material Used

☐ Bamboo
 ☐ Rubber
 ☐ Agri & Horticultural produce
☐ Natural Gas
 ☐ None of the Above

List of Product & by-products/Finished Products

Sl. No.	Name of Product	Production Capacity/Month	Avg Production Month	Unit

Bank Details

Name of the Bank _____

Branch Name _____ Account Type _____

Account Holder Name _____ Account Number _____

IFSC Code _____

ATTACHMENTS

General

Self Certification Form _____

Company Related Attachments

PAN _____ Aadhar _____

Udyog Aadhar _____ GST _____

Unit Related Attachments

Land Registration Deed _____

Combined building plan including all floor plans _____
and combined site plan _____

Sl. No.	File Name

Partnership details (or) Articles of Association (AOA) _____

Process Flow Chart (Diagram / write up) _____

Detail Project Report (DPR) _____

Common Application Form - Establishment (Questionnaires)

Factories & Boilers

Process involved in the Factory ☐ Yes ☐ No

Do you have a boiler in the factory? ☐ Yes ☐ No

Working Pressure of Boiler in kg/sq. cm _____

Input Heating Surface Area in sq. meter _____

Capacity < 25 Liter ☐ Yes ☐ No

Do you require steam pipeline erection permission Length of the pipeline (in Meter) ☐ Yes ☐ No

Do you require IBR Welder Certificate? ☐ Yes ☐ No

Labour

Does your establishment employ 05 or more contract labour as defined in the Contract Labour (Regulation and Abolition) Act, 1970? ☐ Yes ☐ No

No of Workers _____

Does your establishment employ 05 or more Inter-State migrant workmen as defined in the Inter-state Migrant Workmen Act, 1979? ☐ Yes ☐ No

No of Workers _____

Does your establishment fall under the definition of establishment as per Building and Other Construction Worker (RE&COS) Act, 1996? ☐ Yes ☐ No

No of Workers _____

Is the unit is involved in Beedi & Cigar manufacturing? ☐ Yes ☐ No

Machinery Type ☐ Power Driven ☐ Non-Power Driven

No of Workers _____

Is the industry based on plantation? ☐ Yes ☐ No

Area of Plantation (in Ha) _____

Power

Do you like to apply for power connectivity? ☐ Yes ☐ No

Type of connection required ☐ LT ☐ HT ☐ EHT

Drug Control

Is this unit related to pharmacy unit? ☐ Yes ☐ No

PWD - DWS

Is the unit requiring Raw and Drinking water?

☐ Yes ☐ No

Profession Tax

Do you want to apply for Certificate of Enrolment / Revision of Certificate of enrolment under the Tripura Professions, Trades, Callings and Employment Taxation Act, 1997?

☐ Yes ☐ No

Do you want to apply for Certificate of Registration / Revision of Certificate of registration under the Tripura Professions, Trades, Callings and Employment Act, 1997?

☐ Yes ☐ No

Excise

Is any bottling of alcohol process involved?

☐ Yes ☐ No

Is the unit distillery related?

☐ Yes ☐ No

Forest

Is there any need to Fell trees in Proposed Site?

☐ Yes ☐ No

Number of trees to be felled (Girth of tree > 30 centimeters) _____

Is Carrying Forest produce involved?

☐ Yes ☐ No

Pollution

Do you require Environmental Clearance (EC)?

☐ Yes ☐ No

Category of Industries _____

Pollution Category ☐ Red ☐ Green ☐ Orange

Legal Metrology

Is the unit intending to manufacture weights, measures, weighing & measuring instruments?

☐ Yes ☐ No

Electrical Inspectorate

Number of floors of the factory building _____

Number of shed except multistoried buildings _____

Power - LT

District _____ Electrical Circle _____ Electrical Division _____

Electrical Sub-Division _____ Category of Supply _____

Purpose of Supply _____ Total Load applied for (in kW) _____

Type of Supply _____ From Date _____ To Date _____

Please indicate wheather you want to carry out the works of laying service line and/or dedicated distribution facility for the electricity supply requisitioned. ☐ Yes ☐ No

Please indicate wheather you want to install your own CEA approved meter ☐ Yes ☐ No

Any electricity dues outstanding in license's area of operation in consumer's name ☐ Yes ☐ No

Any electricity dues outstandingfor the premises for which connection applied for ☐ Yes ☐ No

Any electricity dues outstanding with the licensee against any firm with which the consumer is associated as an Owner, Partner, Director or Managing Director ☐ Yes ☐ No

Power - HT and EHT

District _____ Electrical Circle _____ Electrical Division _____

Electrical Sub-Division _____ Voltage at which supply is required _____
(11kv, 33, 66, 110, 132, 220 KV)

Type of Supply _____ From Date _____ To Date _____

Basis for projection of Contract Demand - _____
Diversity factor assumed _____

Total Contract Demand applied for (in kW/kVA) _____

Phasing of Contract Demand required? ☐ Yes ☐ No

Contract Demand Details

Contract Demand (in kVA)	Remarks	Tentative Date of Requirement

Purpose of Installation _____ Category of tariff opted for _____

Production Capacity _____ Category of Industry _____

Name of the Institution developing industrial premises _____

Possession Letter or No-Objection Certificate

Issued by Institution _____

Number _____ Date _____

Whether supply is needed through an independent feeder? ☐ Yes ☐ No

Whether the above unit ever operated at some other place or applied for connection ☐ Yes ☐ No

If Yes

Sanctioned Load _____ Service Connection No _____

Arrears of payment _____

If electricity connection for the premises was requested in the past? ☐ Yes ☐ No

If Yes

Name of the Unit _____

Service Connection No _____ Arrears of payment _____

Status of land acquisition _____

Expected date by which finance will be available _____

Any electricity dues outstanding in license's area of operation in consumer's name ☐ Yes ☐ No

Any electricity dues outstanding for the premises for which connection applied for ☐ Yes ☐ No

Any electricity dues outstanding with the licensee against any firm with which the consumer is associated as an Owner, Partner, Director or Managing Director ☐ Yes ☐ No

Profession Tax

If registered under the following Acts

Name of the Act	Registration No
The Tripura Value Added Tax Act, 2004	
The Central Sales Tax Act, 1956	
The Tripura State Goods & Service Tax Act, 2017	

Name and Addresses of other places of work, if any in Tripura

Add

Sl. No.	Name	Address	Pin	
				Delete

Annual Gross business (Rs.)

Annual turnover of all sales/purchase

Date of commencement of trade

1/1/10

Monthly average number of workers during the last preceding year in the factory

Total number of employee

Slab of salary (Range of monthly gross income)	Monthly Tax rate	No. of employees	Code No.
Upto Rs.7500.00	Nil		0101
Rs. 7501.00 and above and upto Rs.15000.00	Rs.150.00		0102
Rs.15001 and above	Rs.208.00		0103

Name and Addresses of other places of work, if any in Tripura

Add

Sl. No.	Name	Address	Pin	
				Delete

If Co-operative society, Type of society ☒ State Level ☐ District level

Water

Requirement of Raw Water _____
(gallon/day)

Requirement of Drinking Water _____
(gallon/day)

Does this unit have a Water Storage? ☐ Yes ☐ No

Type of Storage ☐ Under Ground ☐ Over Head

Forest Department

4	Timber selling Depot. If annexed	Yes/No	
	Extent		
	Survey No		
	Village		
	Taluk		

5	Nature of ownership ('√' the right column)		
	Proprietary		Proprietary
	Pvt. Company		Co-op. Society
	Private-public partnership		'Lease'
	Public Sector undertaking		Others

* (Copies of documents to be attached)

6	Type of unit ('√' the right column)		
	Cottage Industry		SSI Unit
	Medium Scale Industrial unit		Large Scale Industrial unit

7	Nature of activity ('√' the right column)		
(a)	Primary processing of logs: ie processing of round logs		
	Sawing		Splint & match box
	Veneering/Peeling		Others
(b)	Secondary Processing of wood (without using round logs)		
	Carpentry		Pressing drying etc
	Others		

8	Raw material used (✓ the right column)			
	Rubber wood only		Wood from outside Forests.	
	Wood imported from other countries.		Sawn Timber/Materials from other units	
	Rubber & Other wood			

9	Product (✓ the right column)			
	Scantlings/Planks		Packing case	
	Veneer/Plywood		Splints & Match Box	
	Furniture		Others (Specify the Product)	
	Blockboard			

10	a. Whether the applicant is involved in any forest offence	Yes/No
	b. If Yes, case number	

11	Distance from the Reserve Forest boundary to the location of the unit. If much more than 5 km then approximate distance is sufficient	
	Arial: KM	Shortest distance by RoadKM

12	a. Whether the unit is presently functioning or not	Yes/No
	b. Whether possessing more than one factory/mill/unit in same circle	Yes/No

13	If yes	
	a. Year of starting and	(a)
	b. whether licensed as on ' 30.10.2002	(b)
	c. If licensed. No. & Date of licence and licensing Authority	(c)

* (Copies of documents to be attached)

14 Details of machinery (specifically machines that convert round logs like saw,peeling machine or others)				
a. Type of machines	b. Number	c. Installed Capacity in M ³ (annual)	Remarks (machinery details)	
			Existed before 30-10-2002	Existed after 30-10-2002
				Proposed machineries
Band SawHP				
Re-sawHP				
Peeling MachineHP				
Splint making machineHP				
Circular SawHP				
Carving machineHP				
Other machinesHP (specify the type)				

15 Electricity Connection	
Single Phase/Three Phase	
Total Connected load KVA	
Connected load of machine that convert round logs	
Electrical Section/Division	
Date of Electric connection	
(Attach copies of documents)	

16	Whether the unit got S.S.I Registration	Yes/No
	If 'Yes' year of S.S.I Registration	
(Copy of S.S.I Registration Certificate to be attached)		

17	Annual Consumption and source of Wood (Quantity M ³ & Source)			
Type	Forest Depots	Outside Forests	Import-Other State	Import-Other Countries
Timber other than Rubber & Palm				
Rubber wood				
Coconut Palmyrah Palm wood				
Total				

18	Number of labourers in the unit	Yes/No
	a. Strength of regular employee	
	b. Strength of daily rated worker	

19	Whether the buildings and machines are ready in the case of proposed units.	Yes/No
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20	Whether the unit is mortgaged to Banks/ Financial institutions etc., if so details.	Yes/No
	If yes, Bank	
	Loan Amount	
	Term	

21	Whether the licence fee is attached and
	If so, No. and date of challan
	Name of Forest Division

22	Other relevant details** If any (use separate sheet if required)	Yes/No
23	Source of capital Investment	Yes/No
24	Whether you have read chapter-iii of the Indian Forest(Tripura Amendment)Act-1984 and rule made there under and under take to abide by the same.	Yes/No
25	Signature of the applicant with place and date	Yes/No

Boiler

Boiler Erection Agency / Personnel

Sl. No.	Name	Mobile No	Certificate

IBR Welder Details

Sl. No.	Name	Mobile No	Certificate

BOM of Component _____ Certificate of Component _____

Directorate of Fire Service

Height of the building (in mtrs.) _____ Height of each floor (in mtrs.) _____
 Height of the building (in mtrs.) _____
 Internal stair case count _____ External stair case count _____
 Width of stair case (in mtrs) _____

Exit Details

Sl. No	Width of Exit (in mtrs)

Open space around the building (in mtrs)

East _____ West _____ North _____ South _____

Details of Fire Fighting System

Fire Detection System (Automatic) _____ Fire Alarm System _____
 Sprinklers _____ Down Comer _____
 Wet Raiser _____ Foam Extinguisher _____
 CO2 Extinguisher _____ DCP Extinguisher _____
 Automatic Fire Suppression System _____ Water Mist Extinguisher _____
 Fire service inlet: One -4 way _____ No of yard hydrants _____
 Under ground static water tank capacity (in ltrs) _____ Terrace tank capacity (in ltrs) _____
 Fire pumps - Electrical (15 mtrs to 30 mtrs. height) _____ Fire pumps - Diesel _____
 Fire pumps - Electrical (30 mtrs to 45 mtrs. height) _____

Transformer protection measures

Water Mist Trolley mounted -50 ltr. Capacity _____
 Fencing _____ Soak Pit _____
 Lightning protection _____ Control Room _____

Other

Whether the Hydraulic Platform and Fire Tender can be moved all around the building ☐ Yes ☐ No
 Name of nearest Fire Station _____ Distance from Fire Station (in KM) _____
 Is the industry of hazardous nature ☐ Yes ☐ No
 Hazardous materials used and stored _____

Drug Control

Apply For _____ Names of drugs _____

Details of technical staff employed

Name	Qualification	Registration No	Experience	Registered Pharmacist

Apply For _____ Names of drugs _____

Details of technical staff employed

Name	Qualification	Registration No	Experience	Registered Pharmacist

Apply For _____ Names of drugs _____

Details of technical staff employed

Name	Qualification	Registration No	Experience	Registered Pharmacist

Forest

Tree Details in the Proposed Land

Species	Estimated Height of Tree	GBH Girth at Breast Height	Estimated Volume of Timber (In CUM)	No of Poles or Branches	Estimated Firewood/Rootwood/Faggot

Boundary Description

North _____ South _____ East _____ West _____

Labour - Contract Labour

Manager Details

Name _____ Address _____

Pin _____ Nature of work carried on the establishment _____

Details of Contractors and contract Labour

Sl. No.	Name of Contractor	Type of Contractor	LIN/PAN Number	Address	Email	Mobile	Nature of Work	Maximum number of labour	Contract Valid Till

Total Count of Labour

Contract Labour _____ ISM Worker _____

Pollution - Green

Working Season _____

Wastewater quantity (KLD) Kilo liter/Day _____

Proposed date of commissioning _____ Industrial _____ Domestic _____

Waste water discharged through sewage treatment plant/ septic tank to _____

Place _____ Wastewater treatment facility ☐ Yes ☐ No

Final discharge to _____

Solid Waste Details

Name	Quantity

Air emission sources

Air pollution control devices

Diesel Generator Set Details

Capacity (in KVA)	Quantity

Pollution - Red / Orange

Part - 1

Year of commissioning _____ No. of working hour / day _____ No. of working day / year _____ Population residing in the Quarters / Colony _____

Information regarding Water Pollution (Expected water consumption for different uses)

Type of Use	Sources of Supply	Quantity (M3/day)
Industrial cooling, spraying in mine pits/boiler pits		
Domestic Purpose		
Processing whereby water gets polluted and the pollutants are easily biodegradable		
Processing whereby water gets polluted and the pollutants are NOT easily biodegradable		
Others		

Information regarding liquid waste discharged

Outlet No	Nature	Sources of Supply	Quantity (M3/day)	Place of discharge

Diagram showing liquid waste flow from its place of generation upto final discharge
(attach a copy of Diagram with this form)

Physical

Parameter	Expected Value
Temperature (C)	
pH	
Colour	
Turbidity (JTU)	
Odour	
Total Solids (mg/l)	
Total Suspended solids (mg/l)	
Total volatile solids (mg/l)	
Oil & Grease (mg/l)	

Chemical

Parameter	Expected Value
BOD	
COD (mg/l)	
Heavy Metals (mg/l)	
Toxic Elements (mg/l)	

Pollution - Red / Orange

Part - 2

Whether facilities available for liquid waste treatment ☐ Yes ☐ No Quantity of liquid waste treated _____

Quantity of liquid waste treated _____

NB

Attach latest 'Diagram' and 'Analysis Report' of recognised laboratory showing quality of liquid waste discharge (before and after treatment)

Whether water meter at water intake points installed? ☐ Yes ☐ No

Whether energy meter of E.T.P installed? ☐ Yes ☐ No

Whether waste water flow measuring device installed? ☐ Yes ☐ No

Do you need an Environmental Clearance (EC)? ☐ Yes ☐ No

INFORMATION REGARDING AIR POLLUTION

Details of Emission Sources

Sources of Emission	No of Unit	Capacity of each unit	Fuel (Type & Nature) in individual Furnace/boilers	Air Pollution Control Systems proposed to be provided	Height of stack from ground level
From Process					
Blast/Cupola/Rotary/reveratory/ Induction/Arc/ Other Furnace					
Heater					
Kiln					
Boiler					

Diesel Generator Set Details

Capacity (in KVA)	Quantity

Pollution - Red / Orange

Part - 3

Height of the stack above DG Room (in mtr) _____

Height of the DG Room (in mtr) _____

Noise pollution control measures _____

Acoustic enclosure treatment of DG room _____

Exhaust muffler _____

Emission Details

Stack No	Stack Attached To	Fuel (Nature & Quantity)	Inner Diameter		Height from ground	Flow rate Nm ³ /hr	Particulate Matter mg/Nm ³	SO ₂ mg/Nm ³	Others	Air pollution control device
			Top	Bottom						

OTHER INFORMATION

Details about Solid waste /Hazardous Waste

Type of waste	Description of waste (Lump/Paste/Dust, etc)	Composition	Qty/day	Proposed Treatment and Disposal method
Waste from Process				
Waste from Effluent Treatment Plant				
Waste from Air pollution control units				
Rejected materials/Scrap				

Hazardous Substance

Name	Daily quantity handled	Maximum quantity stored

Pollution - Red / Orange

Part - 4

NB

Please attach and fill the below requirements

Pollution Control Management

Specify Environmental Management Plan including Monitoring

Brief Organisational set up

Expenditure to be incurred for implementation of Environmental Management Plan (in Rs) _____

Write-up and schematic flowsheet of the manufacturing process clearly showing sources of generation of solid (hazardous and non-hazardous), liquid and gaseous wastes

Layout plan clearly showing the different outlets for liquid waste discharge

Urban

Building Category ☐ Load Bearing Building ☐ RCC Building

Building Storey

Name of Planner

Grade of Planner

Plot Details

Plot Area as per parcha (Sq. meter) Plot Area as per Deed

Plot Area as per Site Land mark

Construction Details

Plinth Area (Sq. Meter) Floor Area (Sq. Meter)

Boundary wall running (Ft) Sanitary Latrine Plan (per unit)

Height of Building (Meter) Ground Coverage (Sq. Meter)

Floor area ratio

Side Space

Front (Meter) Side1 (Meter)

Rear (Meter) Side2 (Meter)

Schedule-II
(see rule Section-7)

Combined Application Form
(Operation)

Company Details

Name of Unit _____ Constitution of the unit _____

Company Name _____

Company Address

District _____ Sub-division _____

Address _____

Pin No _____ Land Type _____

GP/ Ward/ VC _____ Post Office _____

Habitation/ Area/ Building _____

Police Station _____

Authorized Representative (Online User Details)

Name _____ Designation _____

Aadhar No _____ Mobile _____

e-mail _____ Alternate No _____

Phone _____ Proposal for _____

Proposed Date of Commissioning _____

Industry Details

Unit Address _____

Pin No _____

Post Office _____ Police Station _____

Fax _____ Contact No _____

Website _____ Email _____

Unit Location

District _____ Land Type _____

Industrial Estate

Estate Name _____

Plot No _____

Panchayat

Subdivision _____

Block _____

Gram Panchayat _____

Municipality

Municipality _____

Ward _____

Planning Area _____

Land Record Details

Revenue Circle _____ Tehsil _____

Revenue Mouza _____ Khatian No (New) _____

Plot No : C S (Sahek) _____ Plot No : R S _____

Classification of Land _____ Land Area _____

Construction Details

Load Bearing Building (Sq.Mtr) _____ ROC Building (Sq. Mtr) _____

Others Construction _____ Sanitary Latrine Count _____

Boundary Wall (Mtr) _____ Power Supply Agency at the Fctory Premises _____

Investment Details

Type	Amount (In lakhs)
Value of Land as per saleDeed	
Value of Building	
Value of Plant & Machinery or Service Equipment	

Total Project Cost _____

Category Enterprise ☐ Micro ☐ Small

☐ Medium ☐ Large

Employment Details

Type	Count
Worker - Men	
Worker - Women	
Management Staff	
Others	

Total Employment _____

Working Session _____

Management

Principal Employer Details

Name _____

Father's Name _____

Residential Address _____

Photo

P.S. _____

Pin _____

Mobile No _____

Alternate Mobile No _____

Aadhar No _____

Status of Person _____

Email _____

Date of Birth _____

Social Status _____

Differently Abled ☐ Yes ☐ No

Women Entrepreneur ☐ Yes ☐ No

Minority ☐ Yes ☐ No

Manager Details

Name _____

Father's Name _____

Mobile _____

Residential Address _____

Photo

P.S. _____

Pin _____

Aadhar No _____

Date of Birth _____

Signature Authorization document of Owner & Manager ☐ Yes ☐ No

Signature of Occupier of Factory ☐ Yes ☐ No

Signature of Manager of Factory ☐ Yes ☐ No

Partner Details/ Share Holders/ President/Secretary

Sl. No.	Name	Father's Name	Age	Sex	Social Status	Profession	Address Permanent	DOB	Mobile No	Date of Joining

Board of Directors

Sl. No.	Name	Permanent Address	Mobile No

Chief Administrative Head

Sl. No.	Name	Permanent Address	Mobile No

Line of Activity

List of Raw Materials to be Used

Sl. No.	Name of Raw Material	Quantity/Month	Unit

Major Raw Material Used _____ ☐ Bamboo ☐ Rubber ☐ Agri & Horticultural produce
☐ Natural Gas ☐ None of the Above

List of Product & by-products/Finished Products

Sl. No.	Name of Product	Production Capacity/Month	Avg Production Month	Unit

Bank Details

Name of the Bank _____

Branch Name _____ Account Type _____

Account Holder Name _____ Account Number _____

IFSC Code _____

ATTACHMENTS

General

Self Certification Form _____

Company Related Attachments

PAN _____ Aadhar _____

Udyog Aadhar _____ GST _____

Unit Related Attachments

Land Registration Deed _____

Combined building plan including all floor plans _____
and combined site plan

Sl. No.	File Name

Partnership details (or) Articles of Association (AOA) _____

Process Flow Chart (Diagram / write up) _____

Detail Project Report (DPR) _____

CFO Questions

Do you need Electrical Installation Certificate? ☐ Yes ☐ No

Do you need license from Drug control Authority? ☐ Yes ☐ No

Do you use boilers in your Industry? ☐ Yes ☐ No

Do you require Steam Pipeline Registration? ☐ Yes ☐ No

Does your establishment fall under the definition of establishment under shops & establishment Act, 1988? ☐ Yes ☐ No

No of Workers _____ Date of Commencement of business _____

Do you operate Motor Vehicle? ☐ Yes ☐ No No of Workers _____

Maximum number of workers proposed to be employed on anyone day during the year _____

Category of Factory _____

Number of workers to be ordinarily employed in the factory. _____ Motive Power (HP) _____

Do you want to apply for Certificate of Enrolment / Revision of Certificate of enrolment under the Tripura Professions, Trades, Callings and Employment Taxation Act, 1997? ☐ Yes ☐ No

Do you want to apply for Certificate of Registration / Revision of Certificate of registration under the Tripura Professions, Trades, Callings and Employment Act, 1997? ☐ Yes ☐ No

Water

Requirement of Raw Water _____
(gallon/day)

Requirement of Drinking Water _____
(gallon/day)

Does this unit have a Water Storage? ☐ Yes ☐ No

Type of Storage ☐ Under Ground ☐ Over Head

Boiler

Boiler Erection Agency / Personnel

Sl. No.	Name	Mobile No	Certificate

IBR Welder Details

Sl. No.	Name	Mobile No	Certificate

BOM of Component _____ Certificate of Component _____

Drug Control

Apply For _____ Names of drugs _____

Details of technical staff employed

Name	Qualification	Registration No	Experience	Registered Pharmacist

Apply For _____ Names of drugs _____

Details of technical staff employed

Name	Qualification	Registration No	Experience	Registered Pharmacist

Apply For _____ Names of drugs _____

Details of technical staff employed

Name	Qualification	Registration No	Experience	Registered Pharmacist

Labour - Contract Labour

Manager Details

Name _____ Address _____

Pin _____ Nature of work carried on the establishment _____

Details of Contractors and contract Labour

Sl. No.	Name of Contractor	Type of Contractor	LIN/PAN Number	Address	Email	Mobile	Nature of Work	Maximum number of labour	Contract Valid Till

Total Count of Labour

Contract Labour _____ ISM Worker _____

Pollution - Green

Working Season _____

Wastewater quantity (KLD) Kilo liter/Day

Proposed date of commissioning _____ Industrial _____ Domestic _____

Waste water discharged through sewage treatment plant/ septic tank to _____

Place _____ Wastewater treatment facility ☐ Yes ☐ No

Final discharge to _____

Solid Waste Details

Name	Quantity

Air emission sources

Air pollution control devices

Diesel Generator Set Details

Capacity (in KVA)	Quantity

Pollution - Red / Orange

Part - 1

Year of commissioning _____ No. of working hour / day _____ No. of working day / year _____ Population residing in the Quaters / Colony _____

Information regarding Water Pollution (Expected water consumption for different uses)

Type of Use	Sources of Supply	Quantity (M3/day)
Industrial cooling, spraying in mine pits/boiler pits		
Domestic Purpose		
Processing whereby water gets polluted and the pollutants are easily biodegradable		
Processing whereby water gets polluted and the pollutants are NOT easily biodegradable		
Others		

Information regarding liquid waste discharged

Outlet No	Nature	Sources of Supply	Quantity (M3/day)	Place of discharge

Diagram showing liquid waste flow from its place of generation upto final discharge
(attach a copy of Diagram with this form)

Physical

Parameter	Expected Value
Temperature (C)	
pH	
Colour	
Turbidity (JTU)	
Odour	
Total Solids (mg/l)	
Total Suspended solids (mg/l)	
Total volatile solids (mg/l)	
Oil & Grease (mg/l)	

Chemical

Parameter	Expected Value
BOD	
COD (mg/l)	
Heavy Metals (mg/l)	
Toxic Elements (mg/l)	

Pollution - Red / Orange

Part - 2

Whether facilities available for liquid waste treatment ☐ Yes ☐ No Quantity of liquid waste treated _____

Quantity of liquid waste treated _____

NB

Attach latest 'Diagram' and 'Analysis Report' of recognised laboratory showing quality of liquid waste discharge (before and after treatment)

Whether water meter at water intake points installed? ☐ Yes ☐ No

Whether energy meter of E.T.P installed? ☐ Yes ☐ No

Whether waste water flow measuring device installed? ☐ Yes ☐ No

Do you need an Environmental Clearance (EC)? ☐ Yes ☐ No

INFORMATION REGARDING AIR POLLUTION

Details of Emission Sources

Sources of Emission	No of Unit	Capacity of each unit	Fuel (Type & Nature) in individual Furnace/boilers	Air Pollution Control Systems proposed to be provided	Height of stack from ground level
From Process					
Blast/Cupola/Rotary/Reveratory/ Induction/Arc/ Other Furnace					
Heater					
Kiln					
Boiler					

Diesel Generator Set Details

Capacity (in KVA)	Quantity

Pollution - Red / Orange

Part - 3

Height of the stack above DG Room (in mtr) _____

Height of the DG Room (in mtr) _____

Noise pollution control measures _____

Acoustic enclosure treatment of DG room _____

Exhaust muffler _____

Emission Details

Stack No	Stack Attached To	Fuel (Nature & Quantity)	Inner Diameter		Height from ground	Flow rate Nm ³ /hr	Particulate Matter mg/Nm ³	SO ₂ mg/Nm ³	Others	Air pollution control device
			Top	Bottom						

OTHER INFORMATION

Details about Solid waste /Hazardous Waste

Type of waste	Description of waste (Lump/Paste/Dust, etc)	Composition	Qty/day	Proposed Treatment and Disposal method
Waste from Process				
Waste from Effluent Treatment Plant				
Waste from Air pollution control units				
Rejected materials/Scrap				

Hazardous Substance

Name	Daily quantity handled	Maximum quantity stored

Pollution - Red / Orange

Part - 4

NB

Please attach and fill the below requirements

Pollution Control Management

Specify Environmental Management Plan including Monitoring

Brief Organisational set up

Expenditure to be incurred for implementation of Environmental Management Plan (in Rs) _____

Write-up and schematic flowsheet of the manufacturing process clearly showing sources of generation of solid (hazardous and non-hazardous), liquid and gaseous wastes

Layout plan clearly showing the different outlets for liquid waste discharge

Profession Tax

If registered under the following Acts

Name of the Act	Registration No
The Tripura Value Added Tax Act, 2004	
The Central Sales Tax Act, 1956	
The Tripura State Goods & Service Tax Act, 2017	

Name and Addresses of other places of work, if any in Tripura

Add

Sl. No.	Name	Address	Pin	
				Delete

Annual Gross business (Rs.)

Annual turnover of all sales/purchase

Date of commencement of trade

1/1/10



Monthly average number of workers during the last preceding year in the factory

Total number of employee

Slab of salary (Range of monthly gross income)	Monthly Tax rate	No. of employees	Code No.
Upto Rs.7500.00	Nil		0101
Rs. 7501.00 and above and upto Rs.15000.00	Rs.150.00		0102
Rs.15001 and above	Rs.208.00		0103

Name and Addresses of other places of work, if any in Tripura

Add

Sl. No.	Name	Address	Pin	
				Delete

If Co-operative society, Type of society ☒ State Level ☐ District level

Factory

Name of the Occupier

Address of Occupier

Nature and amount of power to be used

Installed Proposed to be installed

Reference number and date of approval of the plans of the site

Number Date

Reference number and date of approval of the arrangements, if any, made for disposal of trade waste and effluents and name of the authority granting the approval

Number Date

License required for how many years

Schedule-III

(see rule Section-7 (4))

SELF CERTIFICATION

TO BE SUBMITTED ALONG WITH COMBINED APPLICATION FORM

(Under 'Tripura Industries (Facilitation) Act, Act No. 5 of 2019)

(To be executed on a non judicial stamp paper of Rs. 100/-)

I _____ S/o. _____ Aged _____ years, Residing at _____

_____ who is the _____ (Designation) of
M/s. _____, hereby give the following

undertaking :

Entry Level :

1. Our firm / Company is proposing to set up a project at _____

_____ DISTRICT, to manufacture / to provide services as mentioned
below.

(i)

(ii)

2. We certify that the particulars furnished in the Combined Application Form are true, correct and complete to the best of our knowledge and undertake to adhere to the declarations made there under.

3. We hereby specifically confirm that we are fully aware of the Acts / Rules / Regulations of each department from which approvals/clearances are requested and undertake to strictly comply with all the provisions of Acts / Rules / Regulations as applicable to our industry.

4. We also hereby categorically certify that in the event of our Firm / Company failing to comply with the requirements / conditions of the Acts / Rules / Regulations or any conditions that may be required to be fulfilled by any authority in connection with our present application, the same shall result in withdrawal / cancellation of the clearances and further will make us liable for legal action as specified under the respective Acts / Rules / Regulations and our Firm / Company shall be made directly liable for penal action as proposed under Section 27 of Tripura Industries (Facilitation) Act, Act No. 5 of 2019 and any other Law in force also if the particulars furnished are found to be false / incorrect or incomplete and on our failure to adhere to the declarations made.

5. We also certify that we take complete responsibility and liability against any losses to personal or public property caused due to wrong certification by our firm / company and further confirm that the same shall be liable to be borne by our firm / company unconditionally

6. We hereby certify that our proposed site / industry do not fall in any of the banned / restricted area / category as notified by both the Central & State Governments.

7. We hereby certify that our proposed site complies with the citing guidelines of the TSPCB.

8. That the unit is not located in the vicinity of Oil/Gas Pipeline.

9. The site is not located within 500 mts distance from the boundary of Defence Area/ Military Airport.

10. The site is not falling within 30 mts from the Railway boundary line.

11. The site is not falling within 100 mts from Heritage Sites

Proprietor/ Managing Partner/ Managing Director

Place:

M/s. _____

Date

Name

Designation

Schedule – III (A)
(see rule Section-7 (5))

Format for Self-Certification (Applicable only if felling of exempted trees is involved)

I, Sri S/O Aged..... I/O..... (Address) hereby state the details of trees in my premises that I intend to cut for the -----purpose.

2. Category of Premises:

- a) Residential
- b) Institutional
- c) Commercial
- d) Agriculture
- e) Industrial
- f) Others-specify

3. Area of the premises:

4. Number of trees existing in the premises:

5. No. of trees and species proposed to be felled:

S.no	Species	Number of trees to be cut	Age of tree

6. In case, the applicant cannot take up replantation activities, then details of payment made to the department towards cost of raising seedlings and their maintenance as per rules.

Details of DD / Payment receipt / Online payment details:

7. I hereby certify that the species and other details of trees as disclosed above are correct to the best of my knowledge and other information furnished above is true and correct.

I undertake that I shall take up replantation in lieu of the trees proposed to be felled as per rule

Name of the applicant

Signature

Schedule – IV

(See rule Section-7(8)(ii))

REGISTER OF APPLICATIONS

(or online)

Sl. No.	Name & Address of the Promoter/ Company	Application No.	Name of the Competent Authority	Date of Acknowledgement By Nodal Agency	Date of receipt by Competent Authority	Date of Receipt of decision of Competent Authority	Date of Communication of Decision	Type of Decision communicated A/R/DN	Date of reference for review
1	2	3	4	5	6	7	8	9	10

Schedule-V(A)
(see rule section (11))

**O/O. GENERAL MANAGER
DISTRICT INDUSTRIES CENTRE
INDUSTRIES & COMMERCE DEPARTMENT**

SWAAGAT APPROVAL CERTIFICATE

It is to certify that M/s. _____ having its Registered Office address at _____ and proposing to setup industry at _____ location for the line of activity _____ has been accorded following approvals under The "Tripura Industries (Facilitation Act), 2018" :

- 1.
- 2.
- 3.
- 4.
- 5.

The unit is hereby accorded permission to establish/operate the unit in the above said premises. This approval is issued in accordance of the approval granted by the District Level Single Window Clearance Committee as per powers vested at Section 12 of Tripura Industries (Facilitation Act), 2018, Government of Tripura.

Place :

Date :

GENERAL MANAGER
DIC, __ DISTRICT

**DISTRICT MAGISTRATE
AND COLLECTOR**
_____ DISTRICT

Schedule-V(B)
(see rule section (11))

Directorate of Industries & Commerce
Government of Tripura
Shilpa Udyog Bhawan
Khejurbagan, Agartala

SWAAGAT APPROVAL CERTIFICATE

It is to certify that M/s. _____ having its Registered Office address at _____ and proposing to setup industry at _____ location for the line of activity _____ has been accorded following approvals under The "Tripura Industries (Facilitation Act), 2018":

- 1.
- 2.
- 3.
- 4.
- 5.

The unit is hereby accorded permission to establish/operate the unit in the above said premises. This approval is issued in accordance of the approval granted by the High Level Single Window Clearance Committee/ State Level Single Window Clearance Committee as per powers vested at Section 6/ Section 9 of Tripura Industries (Facilitation Act), 2018, Government of Tripura.

Place :

Date: _____

Director, I&C

Schedule-VI(A)
(see rule section (11))

**O/O. GENERAL MANAGER
DISTRICT INDUSTRIES CENTRE
INDUSTRIES & COMMERCE DEPARTMENT**

SWAAGAT REJECTION CERTIFICATE

The Proposal of M/S _____ having its
Registered office address at _____ and proposing to
setup industry at _____ location for the line of activity
_____ has been rejected for the following clearance :

1.

2.

3.

The unit is hereby informed that if you contradict with the decision of the Competent Authority, you may represent to the Secretary in-Charge, I&C Department, Government of Tripura as per Section 23 of the "Tripura Industries (Facilitation Act), 2018" :

GENERAL MANAGER

DIC, _ DISTRICT

**DISTRICT MAGISTRATE
AND COLLECTOR
DISTRICT**

Schedule-VI(B)
(see rule section (11))

Directorate of Industries & Commerce
Government of Tripura
Shilpa Udyog Bhawan
Khejurbagan, Agartala

SWAAGAT REJECTION CERTIFICATE

The Proposal of M/S _____ having its
Registered office address at _____ and proposing to
setup industry at _____ location for the line of activity
_____ has been rejected for the following clearance :

- 1)
- 2)
- 3)

The unit is hereby informed that if you contradict with the decision of the Competent Authority, you may represent to the Secretary in-Charge, I&C Department, Government of Tripura as per Section 23 of the "Tripura Industries (Facilitation Act), 2018" :

Place :

Date: _____

DIRECTOR, I&C

Schedule- VII
(See rule Section (8))

TIME FRAME - ESTABLISHMENT

(CFE – Consent for Establishment)

SL No.	Approval	Stage	Department	Time Limits
1.	a) CFE – Green Category	CFE	TSPCB	21 days
	b) CFE – Orange Category	CFE	TSPCB	21 days
	c) CFE – Red Category	CFE	TSPCB	21 days
2.	Power Feasibility & Estimate a. LT connection	CFE	TSECL	<ul style="list-style-type: none"> • 7 days where RoW not required • 15 days where RoW required
3.	b. HT Connection Factory Plans Approval	CFE	Factories Department	21 days
4.	Land and Plot Allotment	CFE	TIDC	14 days
5.	Change of Land use	CFE	Revenue	30 days
6.	Industrial Building Plan Approval	CFE	AMC/ULB/TIDC	28 days
7.	Provisional FIRE NOC	CFE	Fire Services Department	14 days
8.	Feasibility of Water Supply	CFE	PWD (DWS)	14 days
9.	Water Connection	CFE	PWD (DWS)	14 days
10.	Application for Excise LoI	CFE	Excise Department	25 days
11.	Firm Registration	CFE	Industries & Commerce	7 days
12.	Registration of principal employer's establishment under provision of The Contracts Labour) Regulation and Abolition) Act, 1970	CFE	Labour Department	30 Days

13.	License for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970	CPE	Labour Department	30 Days
14.	Registration under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996	CPE	Labour Department	30 Days
15.	Registration of Establishment under Inter State Migrants Workmen (R&CS) Act, 1979	CPE	Labour Department	30 Days
16.	Non exempted Tree Felling	CPE	Forest Department	30 Days
17.	Cooperative Society Registration	CPE	Cooperative Society	30 days
18.	Application for License	CPE	Legal Metrology	21 days
19.	Approval of drawing plan	CPE	Electrical Inspectorate	10 days
20.	Boiler Registration	CPE	Factories & Boilers Department	30 days
21.	Electrical Connection	CPE	TSECL	Rural Urban - 7 days
22.	License for wood based industry	CPE	Forest	30 days

TIME LIMITS FOR OPERATION

(CFO – Consent for Operation)

SL No.	Clearance	Stage	Department	Time Limits
1.	a) CFO – Green Category b) CFO – Orange c) CFO – Red Category	CFO CFO CFO	TSPCB TSPCB TSPCB	10 days 15 days 21 days
2.	Factory Registration & License	CFO	Factories & Boilers Department	30 days
3.	Fire Occupancy Certificate	CFO	Fire Services Department	21 days
4.	Electrical Clearance of equipment's for charging	CFO	Electrical Inspectorate	18 days (3+15)
5.	Boiler Registration	CFO	Factories & Boilers Department	30 days
6.	Drug License	CFO	Drugs Control	30 days
7.	Administration under Hazardous Waste	CFO	TSPCB	21 days
8.	CFO for renewal	CFO	TSPCB	7 days
9.	Registration under Shops and Establishments Act	CFO	Labour Department	30 Days
10.	Renewal of Registration under Shops and Establishments Act	CFO	Labour Department	30 Days
11.	Registration of Establishment under the Inter State Migrants	CFO	Labour Department	30 Days
12.	Registration under the Legal Metrology Act, 2009	CFO	Legal Metrology	21 days

13.	Renewal of Consent for Operation (under Water Act 1974 and Air Act 1981) by TSPCB	CFO	Pollution Control Board	Green - 7 days; Orange - 21 days; Red - 30 days
14.	Renewal of factory License	CFO	Factories & Boilers	15 days
15.	Renewal of Boilers License	CFO	Factories & Boilers	7 days
16.	Approval of License	CFO	Excise	25 days
17.	Issue of License	CFO	Excise	5 days
18.	Registration for Professional Tax – Form-I (within 90 days of becoming liable to pay professional tax)	CFO	Tax	30 days
19.	Enrolment for Professional Tax – Form-III (within 90 days of becoming liable to pay professional tax)	CFO	Tax	30 days

Schedule – VIII
(See Rule Section-9)

USER CHARGES			
S.No.	Project Cost (Land+Building+Plant & M/c.)	Processing Fees (Rs.)	
		Establishment	Operation
1	Nil to Rs.25 Lakhs	500	500
2	Above Rs.25 Lakhs and upto Rs.1.00 Crore	2000	2000
3	Above Rs.1.00 Crore and upto Rs.5.00 Crore	5000	5000
4	Above Rs.5.00 Crore and upto Rs.10.00 Crore	7500	7500
5	Above Rs.10.00 Crore and upto Rs.25.00 Crore	10000	10000
6	Above Rs.25.00 Crore and upto Rs.50.00 Crore	15000	15000
7	Above Rs.50.00 Crore and upto Rs.100.00 Crore	20000	20000
8	Rs.100.00 Crore and above	25000	25000
NODAL OFFICE FOR SUBMISSION OF COMBINED APPLICATION FORMS TILL ONLINE MODE IS FUNCTIONAL			
1	For Projects whose investment on Plant & M/c is upto Rs.3.00 Crore	GM, DIC, Concerned District	
2	For Projects whose investment on Plant & M/c is above Rs.3.00 Crore	SWAAGAT Cell, Tripura Industrial Development Corporation, Shilpa Nigam Bhawan, Khejurbagan, Agartala.	
Note :			
1. Processing Fee including Departmental charges/fees to be paid in the form of Crossed Demand Draft drawn from any Nationalized Bank favouring "Managing Director, Tripura Industrial Development Corporation".			
2. Once the Online portal is made functional, the date of which will be notified by the Department, fee submission will be accepted only in the online mode specified in the online portal.			
3. Establishment means clearances sought by the applicant as required for establishment of an industrial unit for issue of SWAAGAT Approval Certificate as per Schedule-I.			
4. Operation means clearances sought by the applicant as required for making operational an industrial unit for issue of SWAAGAT Approval Certificate as per Schedule II.			

Schedule-IX
(See Rule Section-12(2))

To

Form of Appeal

1)	Name & Address of the Unit	
2)	Location of the Unit	
3)	Line of Activity	
4)	Project Cost (in lakhs)	
5)	Employment	
6)	Application No./ID	
7)	Particulars of Clearance rejected by the Competent Authority	
8)	Reasons for rejection/Modification suggested, if any by Competent Authority	
9)	Details of Fees paid for appeal (DD/Online) in favour of M.D., TIDC Ltd.	
10)	Brief Details of appeal	

Place:

Date:

Signature

Name of the applicant

Contact No. :